

Do you know how to correct the meal rate on either the Authorization or Voucher?

You need to do this when meals are provided to you during a Conference, etc.



The next slides will show you how to get there!

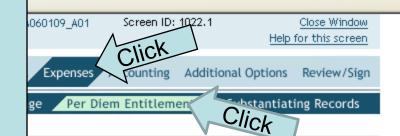


Let's say that during the Conference, lunch was provided on Tuesday, Wednesday, and Thursday.

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

File Lc Tr

Click on "Expenses". Then Click on "Per Diem Entitlements"



Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	В	L	D	Qtrs
06/01/09	CAMP ROBINSON@LITTLE ROCK,AR	> Edit	> <u>Reset</u>	88.00	88.00 GOVCC- Individual	40.50 Personal	88 / 54	NONE				
06/02/09	CAMP ROBINSON@LITTLE ROCK,AR	> Edit	> <u>Reset</u>	88.00	88.00 GOVCC- Individual	54.00 Personal	88 / 54	NONE				
06/03/09	CAMP ROBINSON@LITTLE ROCK,AR	> Edit	> <u>Reset</u>	88.00	88.00 GOVCC- Individual	54.00 Personal	88 / 54	NONE				
06/04/09	CAMP ROBINSON@LITTLE ROCK,AR	> Edit	> <u>Reset</u>	88.00	88.00 GOVCC- Individual	54.00 Personal	88 / 54	NONE				
06/05/09	CAMP ROBINSON@LITTLE ROCK,AR	> Edit	> <u>Reset</u>	0.00	0.00 GOVCC- Individual	40.50 Personal	88 / 54	NONE				

Reset All

Edit All

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

File Edit Vi Logged In As: Traveler Name: Defer

RETURN

Click "Edit" on the first day that you are Provided a meal

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Close Window Help for this screen

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Substantiating Records

Per Diem Linuaements

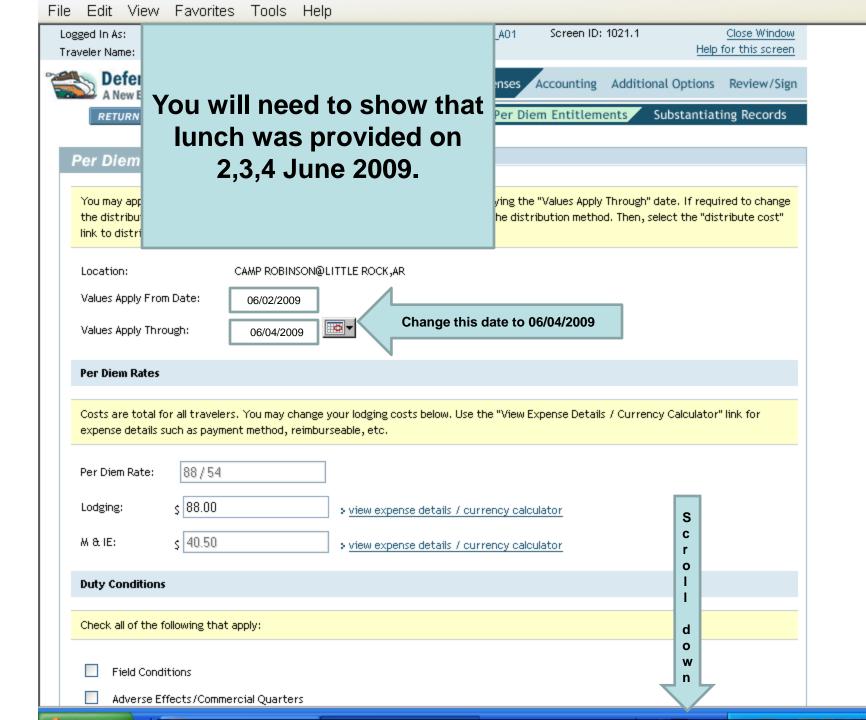
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GSA State Tax Exemption Listing

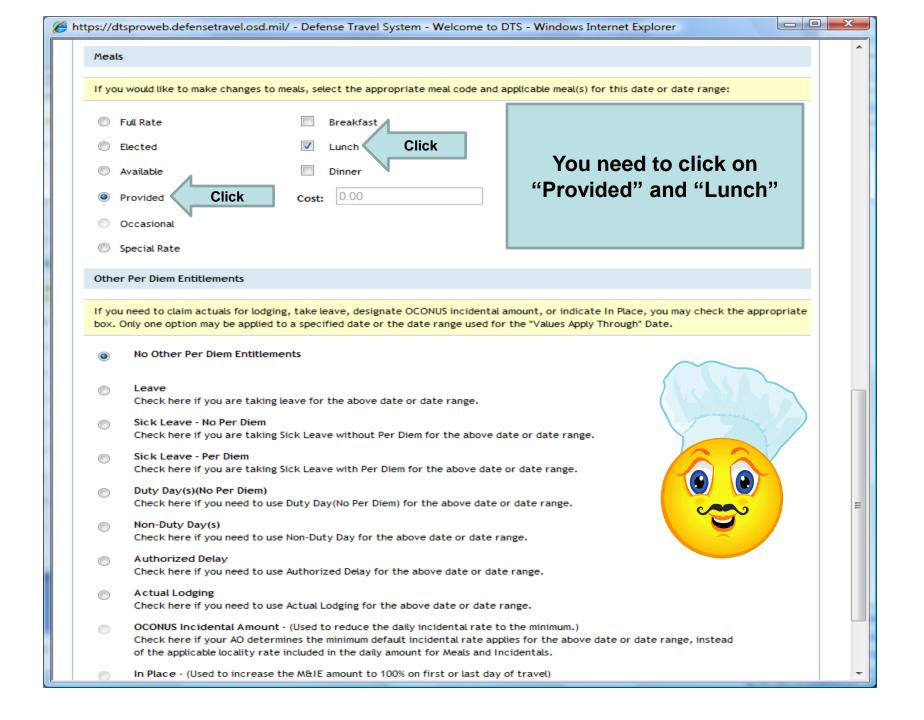
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Reset All

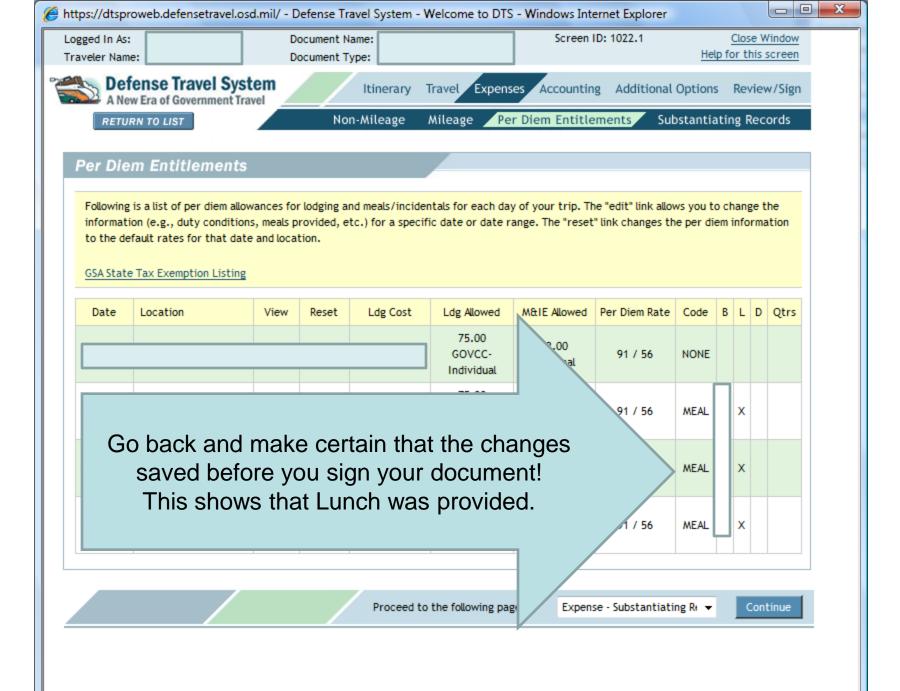
Edit All



s://dt	sproweb.defensetravel.osd.mil/ - Defense Travel System - Welcome to DTS -	- Windows Internet Explorer
Meals		
f you	would like to make changes to meals, select the appropriate meal code and applic	table meal(s) for this date or date range:
• F	See? Breakfast	This is what the Mool
(E	Elected Lunch	This is what the Meal
A	Available Dinner	Rate looks like before
	Provided Cost: 0.00	you make your adjustment.
0	Occasional	adjustinent.
S	Special Rate	
ther	Per Diem Entitlements	
	No Other Per Diem Entitlements Leave Check here if you are taking leave for the above date or date range.	
	Sick Leave - No Per Diem Check here if you are taking Sick Leave without Per Diem for the above date or	r date range.
0	Sick Leave - Per Diem Check here if you are taking Sick Leave with Per Diem for the above date or da	ate range.
0	Duty Day(s)(No Per Diem) Check here if you need to use Duty Day(No Per Diem) for the above date or date	te range.
0	Non-Duty Day(s) Check here if you need to use Non-Duty Day for the above date or date range.	
٥	Authorized Delay Check here if you need to use Authorized Delay for the above date or date range.	ge.
0	Actual Lodging Check here if you need to use Actual Lodging for the above date or date range.	
	OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the Check here if your AO determines the minimum default incidental rate applies for of the applicable locality rate included in the daily amount for Meals and Incident	or the above date or date range, instead



_	Lui	it View Favorites Tools Help
	O F	Provided Cost: 0.00
	0	Occasional
	0	Special Rate
-	Other	er Per Diem Entitlements
		u need to claim actuals for lodging, take leave, designate OCONUS incidental amount, or indicate In Place, you may check the appro Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.
	•	No Other I
	0	Scroll down and click Check her "Save These Entitlements"
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Another scenario is when rations are available for all 3 meals



It's pretty much the exact same process.



You just need to check all 3 meals when that is the case.



Ta Da!

You have successfully changed your meal rate on your Authorization/Voucher request.

But remember: If unexpectedly the rate changed after your Authorization was approved, you STILL need to fix it when you do your voucher.

All the steps are the same.



Oops, pardon me!

That was a great lunch!